

ECF TECHNICAL REQUIREMENTS
(Effective 8 November 2004)

1. All ECF participants will receive a Notice of Electronic Filing of any pleadings filed in cases in which he/she has appeared. On the front page of this document, the participant is to provide to the court his/her primary email address. If needed, additional email addresses may be included on this form requesting that other individuals within the firm receive duplicate notifications of case activity.
2. ECF participants are responsible for keeping their primary and alternative email addresses current with the Court.
3. A participant shall notify the Court immediately if the participant is having difficulty with his/her Internet Service Provider (ISP) and shall provide the Court with a temporary email address while he/she works with the ISP to resolve the problem. The Court will hold Notice of Electronic Filing emails to the primary email address on the account and re-send those emails when advised that the problem has been resolved.
4. Each participant must maintain an email account with enough storage space to receive electronic notices from the Court. In general, an account with storage space of at least 100 MegaBytes is sufficient. The email generated from CM/ECF server can be voluminous exceeding the size allocated for free email accounts. Extra storage space of 100 MegaBytes can be purchased from an ISP. If the size of a participant's email account is not sufficient, email notification of documents being served will fail. These failed emails are returned to the Court and **will be deleted from the system**. In order to determine what emails have been deleted, the participant will need to generate a listing of activity in their cases on a per day basis using Utilities/Electronic Notice Summary.
5. Whenever email messages directed to any additional email addresses are returned to the Court twice within the same week, the alternate email addresses will be removed from the participant's account. The participant will need to contact the Court to re-establish new additional email addresses for the account.
6. CM/ECF generated email is sent by

ecfwebmaster@wawb.uscourts.gov. **Do not reply to this email address.** Instead, participants may contact the Seattle ECF Help Desk at ECFHelp_Seattle@wawb.uscourts.gov or the Tacoma ECF Help Desk at ECFHelp_Tacoma@wawb.uscourts.gov.

7. Due to the volume of email messages from the Court, an ISP may view Court email as spam. To avoid ISP blocking of Court messages as spam, the ISP account should permit all emails from ecfwebmaster@wawb.uscourts.gov, and IP addresses 208.27.203.128 and 208.27.111.128.